



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
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IMAH-RMD-M

MAY 06 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance for Supporting U.S. Army Cadet Command Organizations

1. References:

- a. DoD Instruction 4000.19, 9 Aug 95, Interservice and Intragovernmental Support.
- b. AR 5-9, 16 November 1998, Area Support Responsibilities.
- c. HQDA Message, Vice Chief of Staff, Army, R 261300Z JUL 01, subject: Base Operations (BASOPS) and Sustainment, Renovation and Maintenance (SRM) Support for Cadet Command.
- d. Memorandum, Director, Installation Management Agency, 12 November 2004, subject: FY 2005 Installation Management Agency Operations Maintenance, Army (OMA) Funding Letter.
- e. Memorandum, FAIS-IOM, 15 February 2004, subject: Army Command, Control, Communications, Computers and Information Management (C4IM) Service List.

2. Purpose. To provide guidance for providing base support services to U.S. Army Cadet Command activities, including Junior and Senior Reserve Officers' Training Corps (JROTC and SROTC) activities.

3. Scope. This memorandum applies to IMA garrisons currently supporting ROTC units or receiving new support requests from ROTC units. Permanent party on-post Cadet Command organizations receive the affordable standard level of support on the same basis as all on-post Army customers. To aid consistency between garrisons, this memorandum includes reimbursement guidelines for on-post and off-post Cadet Command organizations in the Annex.

4. Background. The Cadet Command is a subordinate command of the U.S. Army Training and Doctrine Command and the U.S. Army Accessions Command. The Cadet Command consists of a Headquarters, at Fort Monroe, VA; two Regional (Eastern and Western) and 14 Brigade Headquarters; and approximately 272 off-post SROTC units and 1,645 JROTC units located throughout the United States on college/university and high school campuses. The Cadet Command also requires support for Leadership

IMAH-RMD-M

SUBJECT: Guidance for Supporting U.S. Army Cadet Command Organizations

Development and Assessment Course—Warrior Forge (Fort Lewis, WA) and Leader's Training Course (Fort Knox, KY). The SROTC units conduct Field Training Exercises, and the JROTC units participate in encampments at various locations, which also require support from Army installations.

5. Guidance.

a. IMA Region Directors will:

(1) Ensure garrisons support ROTC units within their area of responsibility IAW reference 1b.

(2) Resolve any disagreements between Cadet Command activities and garrisons within their area, as required, or elevate impasses to HQ IMA for assistance.

b. IMA Garrisons will:

(1) Provide ROTC units with base support services in accordance with the guidance provided in the attached Annex. IMA transferred \$2.6 million to the U.S. Army Training and Doctrine Command in FY05 for the Cadet Command to purchase off-post base operating support and expenses from the most economical sources, IAW references 1b and 1d.

(2) Garrisons will not charge ROTC units for non-incremental workload involved with providing advice, assistance or support services when ROTC personnel contact or visit the post to benefit from standard level on-post services and common use infrastructure.

(3) Develop an intraservice support agreement (ISA) with the supported ROTC unit consistent with the guidance in the Annex and only when recurring reimbursable support is required. Garrisons will consider the Annex as sufficient documentation for the non-reimbursable services listed.

(4) When making a significant change that increases the Cadet Command's expenses or impacts its level of support, provide at least two years' advance notice or notice that is commensurate with the Program Objective Memorandum (POM) process, as applicable. This will allow Cadet Command to program and budget for any increases and ensure geographically widespread ROTC units receive uninterrupted support.

(5) If currently providing above standard level resource management or property book support for ROTC mission funding or property, then continue providing this

IMAH-RMD-M


SUBJECT: Guidance for Supporting U.S. Army Cadet Command Organizations

support without charge. If a garrison identifies an unfunded incremental cost involved with providing this support (e.g., a full time equivalent), the garrison will elevate this requirement as needed to their IMA region office for resolution through HQ IMA Resource Management (IMAH-RMD). HQ IMA will coordinate a resolution with applicable parties.

6. When determining Cadet Command versus garrison funding responsibilities and developing ISAs, garrisons will follow reference 1d, 1e, future Army, IMA and Army G6/Command Information Officer funding letters and guidance, as well as the general guidelines of the Annex.

7. Effective date. This guidance is effective upon the date signed and will remain in effect until superseded or rescinded. IMA will review and update this guidance, as needed, in coordination with TRADOC. Widest dissemination throughout all command levels is requested.

Encl
as


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CF:

U.S. Army Training and Doctrine Command (w/encl)

U.S. Army Accessions Command (w/encl)

U.S. Army Cadet Command (w/encl)

Annex

U.S. Army Installation Management Agency Guidance for Supporting U.S. Army Cadet Command Organizations

LEGEND:

R = Reimbursable; Cadet Command funds direct incremental support costs

N = Non-reimbursable; IMA funds the support

N or R = Cadet Command funds direct incremental costs only when requiring mission unique service above the garrison's standard or common level of support provided to all Army customers

■ (Blank) = Services from the garrison normally are not required for this Cadet Command organization

| Base Support Service Category | Stationed On-post: | | Stationed Off-post: | |
|--|--------------------|----------|---------------------|-------------|
| | Region HQ | Brigades | Senior ROTC | Junior ROTC |
| | | | | |
| <u>SECTION A. SPECIFIC ROTC PROGRAM REQUIREMENTS</u> | | | | |
| Ammunition/Munitions Ordnance Note: Ammo is forecasted and funded IAW AR 5-13 through the Total Ammunition Management Information System – Redesigned – TAMIS-R). Above standard costs possible for storage. | ■ | | N or R | N or R |
| | | | | |
| Audio/Visual Information Services | | | | |
| Photography Services (e.g., promotion packages) | N | N | N | N |
| Training Aids Support Center (TASC) | N | N | R | R |
| | | | | |
| Automation Support | | | | |
| Information Systems Security (e.g., computer virus detection updates) | N | N | R | ■ |
| Network connectivity (e.g., connection to internet, video teleconference support) | N or R | N or R | ■ | ■ |
| | | | | |
| Central Issue Facility (CIF) Support | | | | |
| Operations/overhead | ■ | | N | N |
| | | | | |

| Base Support Service Category | Stationed On-post: | | Stationed Off-post: | |
|---|--------------------|----------|---------------------|-------------|
| | Region HQ | Brigades | Senior ROTC | Junior ROTC |
| Central Issue Facility (CIF) Support (cont'd) | | | | |
| Organizational Clothing and Individual Equipment (i.e., Cadet Command pays to replace lost/damaged equipment only). | | | N or R | N or R |
| Communications | | | | |
| Local Phone Service | N | N | | |
| Food Services | | | | |
| Active Duty Dining Facility/Meals Ready to Eat (Cadets) | | | N | N |
| US Army Reserve/National Guard Base Food Services (Cadets) | | | R | R |
| Furniture | | | | |
| Barracks furnishings used by ROTC | | | N | N |
| Housing and Lodging Services | | | | |
| Overflow for ROTC training events (BOQs) | | | R | R |
| Laundry and Dry Cleaning Services | | | | |
| | | | R | R |
| Printing and Reproduction Services | | | | |
| | R | R | | |
| Resource Management Support | | | | |
| Budget analysis support | N or R | N or R | N or R | N or R |
| Note: This guidance directed to IMA garrison RMs when no Installation/Senior Mission Command RM office is providing this support. See paragraph 5b(5). | | | | |
| Property book support and accountability | N or R | N or R | N or R | N or R |
| Note: Any identified direct incremental costs will be resolved on a case-by-case basis IAW paragraph 5b(5). | | | | |
| Annex – Page 2 | | | | |

| Base Support Service Category | Stationed On-post: | | Stationed Off-post: | |
|---|--------------------|----------|---------------------|-------------|
| | Region HQ | Brigades | Senior ROTC | Junior ROTC |
| | | | | |
| Supply Management (cont'd) | | | | |
| Requisitioning capability | N | N | N | N |
| Directorate of Logistics assistance | N | N | N | N |
| Property disposal | N | N | N | N |
| Storage and warehousing | N or R | N or R | | |
| Cost of supplies | | | R | R |
| Petroleum | | | R | R |
| Repair parts | | | R | R |
| Equipment ordered for ROTC training requirements (e.g., weapons, training equipment) | | | R | R |
| | | | | |
| Training Support | | | | |
| Port-A-Pot rentals, expendable supplies, MILES batteries, incremental direct maintenance costs and related training incidentals charged to all customers. | R | R | R | R |
| Firing ranges (Non-reimbursable except for overtime/weekend use) | N or R | N or R | N or R | N or R |
| Camps/FTX (Non-reimbursable except for overtime/weekend use) | N or R | N or R | N or R | N or R |
| Use of pool facilities for training (Non-reimbursable except for overtime/weekend use) | | | N or R | |
| Hazardous waste disposal/cleanup | | | N or R | N or R |
| | | | | |
| Transportation | | | | |
| Buses and/or drivers contracted for/dedicated to ROTC. | R | R | R | R |
| | | | | |
| Vehicles contracted/purchased for and dedicated to ROTC (including GSA vehicles). | R | R | R | R |
| | | | | |
| Annex – Page 3 | | | | |

| Base Support Service Category | Stationed On-post: | | Stationed Off-post: | |
|--|--------------------|----------|---------------------|-------------|
| | Region HQ | Brigades | Senior ROTC | Junior ROTC |
| <u>SECTION B. STANDARD SUPPORT RECEIVED BY REGION HQ, BDE HQ, ACTIVE DUTY, RETIREES OR CIVILIANS ON THE SAME BASIS AS ALL ARMY INSTALLATION CUSTOMERS</u> | | | | |
| | | | | |
| Chapel & Chaplain Support (on-post) | N | N | | |
| | | | | |
| Clubs (on-post) | N | N | N | N |
| | | | | |
| Community Services | | | | |
| Child and Youth | N | N | N | N |
| Fitness and Recreation Facilities | N | N | N | N |
| Education Services | N | N | N | N |
| | | | | |
| Equal Employment Opportunity Services | N | N | N | N |
| | | | | |
| Equal Opportunity Services | N | N | N | |
| | | | | |
| Facility Sustainment, Restoration and Modernization (SRM) | | | | |
| Routine, cyclical facility sustainment | N | N | | |
| Mission unique restoration or modernization projects requested by Cadet Command | R | R | | |
| | | | | |
| Fire and Emergency Services | N | N | | |
| | | | | |
| Grounds Maintenance | N or R | N or R | | |
| | | | | |
| Housing and Lodging Services (e.g., family, unaccompanied, transient billeting) | N | N | | |
| | | | | |
| Legal Services | | | | |
| <u>Note:</u> Guidance directed to IMA garrison offices (e.g., Fort Belvoir, Fort Meade, Fort McPherson). | | | | |
| Administrative, client services | N | N | N | N |
| Courts-martial and administrative hearing expenses (e.g., witness travel) | R | R | R | R |
| Annex – Page 4 | | | | |

| Base Support Service Category | Stationed On-post: | | Stationed Off-post: | |
|--|--------------------|----------|---------------------|-------------|
| | Region HQ | Brigades | Senior ROTC | Junior ROTC |
| | | | | |
| Libraries (e.g., technical, legal) | N | N | N | N |
| | | | | |
| Mail Distribution Services | | | | |
| Distribution of mail on post | N | N | | |
| Postage and fees | R | R | | |
| | | | | |
| Military Personnel Services (e.g., DEERS, ID cards, vehicle registration, in-service training, retiree affairs, substance abuse) | N | N | N | N |
| | | | | |
| Morale Welfare and Recreation | N | N | N | N |
| | | | | |
| Mortuary/Casualty Assistance | N | N | | |
| | | | | |
| Public Affairs Assistance | N | N | | |
| | | | | |
| Real Property Services | | | | |
| Custodial Services | N or R | N or R | | |
| Refuse Collection and Disposal | N or R | N or R | | |
| Utilities (e.g., electricity, water, waste water, heating/cooling) | N or R | N or R | | |
| Pest Control—Indoor/Outdoor | N or R | N or R | | |
| | | | | |
| Resource Management Support | | | | |
| Support Agreement Management | N | N | N | N |
| | | | | |
| Safety (Safety Inspections) | N | N | R | R |
| | | | | |
| Security Services | | | | |
| Force protection/Anti-terrorism | N | N | R | R |
| <u>Note:</u> Potential reimbursement for support needed for serious incidents off-post. | | | | |
| | | | | |

Annex – Page 5